



Finance and Administration Cabinet

Executive Order 2008-011

Request Form

Requesting Department: 625 Department Of Highways**Record Date:** 2012-05-30**Requestor ID:** JJN0026**Requestor Name:** NANCY ALBRIGHT**Short Description:** Fine Turf, Embankment Dam, and ROW Mowing & Trimming - FY13**Requestor Phone Number:** 502-564-4556**Type of Request:** OTHER SERVICES, NON-PROFESSIONAL **New or Expanded?** Yes**Procurement Method:** Order From Existing Contract**Cost:** 750,000.00**Estimate/Actual?** Estimate**Is this Item a Replacement?** No**If so, Asset Tag#:****What will happen to the replaced item?****What Document is Requested?** Blanket Waiver**If on Contract, Give Contract #:****Vendor (if any):** See Purpose and Justification**Purpose and Justification:**

For FY13 the Division of Maintenance request blanket approval for all purchases, renewals, and establishment of contracts for services pertaining to fine turf mowing, embankment dam mowing, and Right-Of-Way mowing and trimming of various routes in the Commonwealth. These services are essential for the maintenance of areas along the States's rights-of-ways.

Master Agreements and contracts currently in place are:

MA 12*739 Scott Mitchell

MA 12*740 Perfection Lawn Care

MA 12*880 H Ray LLC

MA 12*872 Swartz Mowing

MA 12*869 Swartz Mowing

MA 12*870 Swartz Mowing

MA 12*871 Swartz Mowing

MA 12*765 Cut Above Lawn Care

CTT2 12*1125 Medley Farms, Inc

Funding Source: Road

Program Code:

If Federal, Give CFDA#:

Percentage of Each Funding 100% FE01

FAC approval of a Request Form means the review required by the Executive Order has been completed, and the items or services have been authorized to begin the procurement process. Agencies must procure these items or services according to procurement policies and procedures, administrative regulations, and statutes. Special authority requests, delegations and other specific methods of procurement are not approved through this review- identifying the procurement method is for the Committee's information only. Follow normal request procedures to obtain approval for specific methods of procurement. Funding source must be in accordance to GOPM policies, regulations and statutes.

I certify by submitting this form electronically, that an original, signed by the Cabinet Secretary or authorized agency head, is maintained at the agency level. If the agency head applies an electronic approval it is not necessary to maintain the signed original on file. In addition, the agency has considered the guidance provided by Personnel Cabinet regarding the distinction between an employee and an independent contractor before making this request, where applicable.

This request approved by:

Cabinet Secretary or Authorized Agency Head

For Agency Use: